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## Training Site Visit Checklist and Affiliation Agreement

Site:

- Initial Site Visit
- Annual Site Visit

Date of Site Visit:

Primary Supervisor:

Secondary Supervisor:

Contact Phone/Email/Website:

Site Visitor(s):

*As part of the AzPTC Membership renewal process, AzPTC board members/liaisons meet yearly with each site, both active and inactive. This is to 1) ensure that each site within the Consortium is continuing to meet the standards required by APPIC and 2) promote regular communication with sites, supervisors, and residents. If possible, please complete and submit this form in advance of the scheduled site visit for review by the site visitor(s).*

This form must be completed on an annual basis. If there have been major changes (i.e. ,new supervisors, stipend changes, rotations/resident experiences, etc.) to your site or program, please outline in your materials. It is important for you to provide detailed information to AZPTC at any time a major change occurs between review cycles.

## Training Site Affiliation Standards

### **Introduction:**

The Arizona Psychology Training Consortium is a 501(c)(3) non-profit subsidiary corporation of the Arizona Psychological Association. The Arizona Psychological Association (AzPA) oversees all the administrative and financial operations of the Consortium. The Arizona Psychological

Association (AzPA) established the Arizona Psychology Training Consortium to facilitate the development of postdoctoral residency training opportunities. The Arizona Psychology Training Consortium is a multi-site training program that provides organized, sequential learning experiences for postdoctoral residents. The Consortium ensures an integrated training experience through shared standards, common procedures, and joint didactic learning programs. The Consortium brings together urban and rural training sites to provide broad exposure to differing models of training and service delivery. There is a particularly strong emphasis on advanced training in cultural competence. The Consortium is intended to increase the availability of high-quality postdoctoral training in Arizona.

**Purpose of the Agreement:**

The purpose of this Agreement is to establish and define the participation of the training site as an affiliate of the Consortium. Affiliation with the Consortium does not establish any legal or financial obligations with the Arizona Psychological Association or other affiliated training sites within the Consortium.

**Parties:**

The parties of this Affiliation Agreement are the Arizona Psychology Training Consortium, hereafter “Consortium,” and the training site identified on the final page of this Agreement, hereafter “affiliated training site.”

**Nature of the Relationship Between the Consortium and the Training Site:**

The Consortium and training site expressly agree and understand that the Consortium serves as a placement and training entity only. No employment contract, express or implied, is created between the Consortium and the affiliated training site by virtue of entering into this Affiliation Agreement.

**Nature of the Relationship Between the Training Site and the Trainee:**

The Consortium and the affiliated training site expressly agree and understand that the relationship between the training site and its trainees is an employment relationship, governed by the laws of the State of Arizona. Both the training site and the trainee are advised to resolve any questions regarding Arizona employment law through consultation with a lawyer.

**Affiliation Criteria:**

Affiliated training sites may be individuals, organizations, or institutions that provide supervision and training in the delivery of psychological services. Training sites must meet the following criteria for affiliation in the Consortium:

1. Commitment to the advanced training of future psychologists;
2. Investment of resources to provide psychological instruction and training opportunities that are appropriate for residents;
3. Responsibility to exercise appropriate control, oversight, and review of the psychological services offered by supervisees; and
4. Adherence to the membership criteria and other policies and procedures of the Association of Psychology Postdoctoral and Internship Centers (APPIC).

**Affiliation Application:**

Training sites must apply for affiliation with the Arizona Psychology Training Consortium. Each new site must complete the following steps: complete and submit the Training Site Application form, participate in an onsite visit, and be accepted by the Board of Directors of the Consortium.

There is a non-refundable \$500 application fee. The check should accompany the Training Site Application form and be made out to the Arizona Psychology Training Consortium.

**Affiliation Fees:**

Affiliates will contribute an annual fee of \$500.00. All fees received from affiliates will be used for administrative, legal, accounting, training, and membership expenses. The affiliation fee will be paid to the Consortium by August 1 of each training year. The check should be made out to the Arizona Psychology Training Consortium. There is a \$100 affiliation fee for each additional resident at an affiliated site. For example, a training site that has only one resident would be expected to pay the \$500 affiliation fee. Additional residents would cost an additional \$100 each. The additional affiliation fee is intended to cover the added administrative and training expenses of larger numbers of trainees.

**Inactive Training Affiliate:**

Affiliated training sites may be unable to provide residency opportunities for designated training years. Should a training site choose to maintain its affiliation with the Consortium, it may choose an inactive training affiliate status. With this status, an annual fee of \$100 is owed. Inactive training affiliate status should be indicated on the last page of this agreement. The inactive training affiliate site continues to be a participant in all Consortium-related activities and relevant decision-making. Notably, the training site would not need to reapply for Consortium affiliation when it is ready to accept residents again.

**Duration of Affiliation:**

The duration of affiliation is indefinite. It may be discontinued at any time by either of the parties.

**APPIC Membership**

The Consortium is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) for postdoctoral residency programs. The Consortium and its affiliated training sites adhere to all published policies and procedures of APPIC. Affiliated training sites may provide residency and other training experiences for non-Consortium supervisees. However, only residents placed at the training site by the Consortium may be considered graduates of the APPIC-member Consortium training program.

**APPIC Selection Requirements:**

When a training site accepts a postdoctoral resident, it becomes a legally and financially binding obligation to provide training throughout the year. Site supervisors must ensure that all persons involved in recruiting or selecting interns and/or postdoctoral residents understand and adhere to these policies. Violations of APPIC match policies or agreements may result in APPIC sanctions or possible legal action initiated by residency applicants.

**Training Agreements:**

Each affiliated training site will establish a written agreement with each of its postdoctoral residents prior to beginning training. Training sites, in collaboration with the Consortium, are required to maintain appropriate records of each resident's training. Training sites must submit a copy of the training agreement for each supervisee.

Each supervisee will be designated as a "Psychology Resident" to identify his or her training status. Residents may have other job titles for hiring purposes, but their roles and titles must be

“Psychology Resident.” Residents cannot be independent contractors or other semi-autonomous personnel. Affiliated training sites and supervisees shall inform all recipients of psychological services of the training status of the residents. When appropriate within the training setting, clients should be informed of the name of the supervisor at the affiliated training site responsible for their treatment. The training site must provide clients, workspace, and administrative support consistent with providing a high- quality training experience for each supervisee.

Residents must receive a monthly stipend. The Consortium does not allow unpaid residencies. The minimum annual stipend for a full-time resident will be set from time to time by the Consortium’s Board of Directors. Residents may not accept direct payment from clients for services at the affiliated training site. Residents cannot be paid on a fee-for- service basis in which their stipend is dependent upon income generation. Thus, fee splitting arrangements are not acceptable for postdoctoral residents. The training sites may bill third-party payors for the services of residents if that is allowable within the service contracts of the training site.

### **Resident Responsibilities:**

The acceptance of a training agreement by an applicant establishes obligations and responsibilities binding the applicant, the affiliated training site, and the Consortium. It serves to protect the resident, the affiliated training site, the Consortium, and the recipients of the psychological services. Residents are obligated to comply with all applicable legal, ethical, and professional standards. These standards include: the American Psychological Association *Ethical Principles of Psychologists and Code of Conduct*, Arizona Revised Statutes 32-2071 *et seq.* and rules of the Arizona Board of Psychologist Examiners, specialty guidelines of the American Psychological Association or its divisions, and other statutes and standards applicable to the practice of psychology.

Residents must meet all credentialing, security, and health requirements at their training sites. Residents are expected to participate actively in all professional supervisory and training activities. Residents should model competence and professional behavior in all of their training roles. Within the Consortium, residents are expected to consult with each other for reciprocal support and continued learning.

### **Duration of Training:**

Residents may complete the Consortium training program through either full-time (1,500 or 2,000 hours per year) or half-time (750 or 1,000 hours per year) postdoctoral residencies. The shortened training year (1,500 hours full-time and 750 hours half-time) is intended to promote training opportunities in school settings. Residents in 1,500-hour training programs will take at least thirty-eight weeks to complete their supervised hours for licensure. Residents in 2,000-hour training programs will take at least fifty weeks. The Consortium provides a two-year training program in neuropsychology. Residents must participate in a mandatory orientation provided by the Consortium. Affiliated training sites are not obligated to provide training, employment, or other services or compensation beyond the contracted Consortium training experience.

### **Training Requirements:**

First, the Director of Training for the Consortium shall have primary responsibility for the provision of training by the Consortium and be responsible to the Consortium Board of Directors. Each affiliated training site shall designate a psychologist who has primary responsibility for training activities at its site. The primary psychologist shall maintain regular communication with the

Director of Training of the Consortium or the Consortium's designated liaison to ensure coordination of training activities and compliance with all Consortium policies and procedures.

Second, all postdoctoral residency training for Consortium supervisees conducted by the affiliated training sites shall be done under the auspices of the Arizona Psychology Training Consortium. The Consortium will provide regular, scheduled opportunities for residents to interact with other residents. All residents will participate in training with several supervisors and trainers representing different models of psychotherapy, assessment, research, and consultation. Residents must be available to attend Consortium training activities for two days per month. Didactic seminars and other training experiences will be conducted at various locations throughout Arizona, including at its affiliated training sites.

Third, psychologists must have at least two years of post-licensure professional experience to supervise residents. While it is desirable for other behavioral health professionals to participate in multidisciplinary training, such training hours do not count toward the individual, face-to-face supervision hours required for licensure. Postdoctoral residents must receive a minimum of one hour of individual supervision each week for each twenty hours of supervised experience. Additional supervision may be required for the remediation of documented deficiencies in supervisee performance. Licensed psychologists who are directly involved in resident supervision must provide a copy of their current curriculum vitae and license to the Consortium.

Fourth, residents must be exposed to a breadth of professional roles and services at their training sites. Residents require supervision from at least two supervisors who are licensed psychologists. The Consortium encourages supervisee participation in case conferences, grand rounds, in-service trainings, and other learning opportunities.

Finally, upon successful completion of each resident's training, the Arizona Psychology Training Consortium will award a Certificate of Completion. A Certificate of Completion from an APPIC-member training program will simplify licensure and credentialing procedures in Arizona as well as in other states.

### **Resident Supervision:**

Supervisors at affiliated training sites have full clinical responsibility for the activities of their supervisees. In clinical decisions, residents must follow the directions of their clinical supervisors who have final authority over all services provided to training site clients. The Consortium does not provide liability insurance for the supervisory and training activities of its affiliated training sites. Affiliated training sites, supervisors, and supervisees must carry professional liability insurance.

Supervisors and trainees must develop a written plan on how residents can immediately access their supervisors in the event of clinical emergencies. The plan should include accessibility on evenings, weekends, and vacations.

All supervisors are required to maintain records of supervision sessions with their trainees. Supervision records will be retained at the training site, and by the Consortium, for fifteen years. Supervisors must provide regular feedback regarding the performance of their residents to the Director of Training of the Consortium or to the Consortium's designated site liaison. Supervisors must communicate the performance evaluations to their supervisees, incorporating constructive recommendations for professional growth. Whenever there are significant concerns about a

supervisee's performance or professional behavior, such concerns must always be documented in supervision records. The Director of Training shall receive a copy of any documented concerns. Supervisors are encouraged to consult with the Director of Training should concerns in any aspect of the training process arise.

**Supervision on Cultural Competence:**

Supervisors are encouraged to assign supervisees clients from diverse cultural backgrounds, consistent with the supervisor's own training and experience with such populations. Arizona offers a wealth of training opportunities with a range of social and cultural groups, and residents are encouraged to seek out such diversity experiences. Several didactic seminars by the Consortium will be devoted to research and practice with culturally diverse client populations. Clinical supervision that is sensitive to all types of diversity issues will broaden and enhance the quality of the training experience.

**Due Process Procedures:**

The Consortium provides collaborative due process procedures for remediation, disciplinary actions, and grievances. The procedures are described in the *Policy on Resident Evaluation, Grievances, and Management of Problematic Performance or Conduct*, which is available on the Arizona Psychological Association's website at [azpcta.org](http://azpcta.org). A flow chart of the procedures is provided to present visually the due process procedures. This does not restrain the parties from seeking additional remedies provided by law. It is essential that any conflict resolution procedures be fair, impartial, and respectful to all parties.

**Amendments to the Affiliation Agreement**

The Board of Directors of the Consortium and the affiliated training site may amend this Affiliation Agreement. The procedure for notification and amendment is described in the Bylaws of the corporation.

**Termination of the Affiliation**

Either the affiliated training site or the Consortium may terminate the affiliation without cause. Written notification must be provided to the other party at least sixty days before the date of termination.

Please complete for each licensed psychologist giving supervision in your site/program. *Use additional copies if needed.*  
Membership requirements: at least two doctoral level psychologists who serve as supervisors and who have been actively licensed for 2 years or more and are in good standing with licensure board. It is expected that postdoctoral residents receive individual (1-on-1) supervision during the year from at least two different supervisors.

Supervisor's Name: \_\_\_\_\_  
Arizona License Number and Expiration date: \_\_\_\_\_  
Year First Licensed: \_\_\_\_\_  
Number of Hours Per Week of Supervision: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_  
Arizona License Number and Expiration date: \_\_\_\_\_  
Year First Licensed: \_\_\_\_\_  
Number of Hours Per Week of Supervision: \_\_\_\_\_

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Arizona License Number and Expiration date: \_\_\_\_\_  
Year First Licensed: \_\_\_\_\_  
Number of Hours Per Week of Supervision: \_\_\_\_\_

*Please answer the following questions:*

***If you indicate there has been a change*** (checking any response marked with a starred No\* or Yes\* to any criteria, please describe the changes and revisions on attached pages. Please submit one copy of all requested materials via email.

Yes  No\*  1. Does your site/program continue to offer postdoctoral residents a planned, programmed sequence of training experiences?

Yes  No\*  1a. Does your site/program continue to maintain the primary focus and purpose of assuring breadth and depth of postdoctoral resident training? Please describe placements and training opportunities reflecting this breadth and depth:  
Description: \_\_\_\_\_

Yes  No\*  2. Does your site/program have a clearly designated doctoral staff psychologist who is responsible for the integrity and quality of the postdoctoral resident training program?

2a. Provide the name of the designated psychologist:  
\_\_\_\_\_

Yes  No\*  2b. Is this psychologist licensed?

Yes  No\*  2c. Has this psychologist been licensed for at least 2 years?

Yes  No\*  2d. Is this psychologist a full-time employee of the organization?

3. Provide the number of doctoral level psychologists who serve as supervisors who are actively licensed, and who have been licensed for 2 or more years.  
\_\_\_\_\_

- Yes  No\*  3b. Have you included licensure information for each supervisor who is new since your last review?
- Yes  No\*  4. Do postdoctoral resident supervisors carry the clinical responsibility for the cases being supervised?
- Yes  No\*  4a. Does each postdoctoral resident receive regularly scheduled individual supervision by one or more doctoral level licensed psychologists at a ratio of no less than one hour of supervision for every 20 residency hours (i.e., 2 hours for full time 40 hours/week or 1 hour for half-time 20 hours/week)?
- Yes  No\*  4b. Is the focus of each postdoctoral resident's supervision the psychological services rendered by the resident?
- Yes  No\*  5. Does your postdoctoral resident continue to provide a range of psychological assessment activities? Please describe these training opportunities or placements:  
Description: \_\_\_\_\_
- Yes  No\*  5a. Does your postdoctoral residency continue to provide a range of psychological intervention activities? Please describe these training opportunities or placements:  
Description: \_\_\_\_\_
- Yes  No\*  6. Is at least 40% of each postdoctoral resident's time in face-to-face psychological services to patients/clients?
- Yes  No\*  7. Does the postdoctoral residency provide any didactic activities such as conferences, seminars, in service training or grand rounds? Didactic activities refer to actual training opportunities and should go beyond case presentations.  
Description: \_\_\_\_\_
- Yes  No\*  7a. Have you enclosed a description for scheduled didactic seminars and other training activities that occur beyond those scheduled through the Consortium?
- Yes  No\*  8. Is the postdoctoral residency training at the post-intern, post-clerkship, post-practicum and post-externship level? Is their status as a postdoctoral resident clearly outlined in all communications?
9. What is the title of your postdoctoral resident trainee(s)?  
\_\_\_\_\_
10. How many hours do your postdoctoral residents complete? \_\_\_\_\_
- Yes  No\*  11. Is the postdoctoral residency completed in no less than 9 months and no more than 24 months?
- Yes  No\*  12. Does your site/program issue a certificate of postdoctoral residency completion that includes the word "Psychology" to all postdoctoral residents who successfully complete the residency?
- Yes  No\*  13. Does your site/program provide the minimum AZPTC \$42,000 stipend for each postdoctoral resident? Current Stipend: \_\_\_\_\_
- Yes  No\*  14. Does your site/program avoid fee splitting arrangements for postdoctoral residents where they are expected to generate all or part of their stipend through clinical billing?



Yes  No\*  15. Does your site/program avoid any financial incentives for postdoctoral residents beyond the stated, set stipend?

Yes  No\*  16. Does your postdoctoral residency have a written statement or brochure that provides a clear description of your site and program, including the goals and content of the training program?

Yes  No\*  16a. Does this statement or brochure provide clear expectations for the quality and quantity of the resident's work?

Yes  No\*  16b. Is this statement or brochure made readily available to prospective postdoctoral residents via the Consortium website or other avenues?

Yes  No\*  16c. Have you enclosed a copy of your statement or brochure?

16d. If your statement or brochure is on-line or if you have additional material descriptive of your postdoctoral residency, provide the URL.

Other URL: \_\_\_\_\_

*Additional Comments:*

Attached is a copy of the

1.) Supervisor license

2.) Supervisor CV

3.) Affiliation Agreement

*Signature/Date:*

Primary Supervisor: \_\_\_\_\_

Postdoctoral Resident: \_\_\_\_\_

Site Visitor(s): \_\_\_\_\_

Site Visitor(s): \_\_\_\_\_

Secondary Supervisor: \_\_\_\_\_



## Annual Affiliation Agreement

The following training site, \_\_\_\_\_, located at \_\_\_\_\_, agrees to participate as an affiliated site of the Arizona Psychology Training Consortium in the following category:

- 1,500-hour training program
- 2,000-hour training program
- Two-year neuropsychology program
- Inactive training site

The affiliated training site has reviewed and agrees to abide by the policies and procedures in the Training Site Affiliation Term and Training Site/Affiliation Description forms contained herein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Office Use Only

The above training site is accepted as an affiliated training site of the Arizona Psychology Training Consortium.

\_\_\_\_\_  
Printed Name of the Representative of the Consortium Board of Directors

\_\_\_\_\_  
Signature      Date